

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: August 13, 2009- August 27, 2009**

Announcement Number: 09-FCIP-010

Job Title, Series, Grade: Contract Specialist (Cost & Price Analyst), GS-1102-09 PD#09Z940

Salary Range: \$50,408-\$65,531

Promotion Potential: GS-13 (currently, GS-13 step 1 equals \$86,927.00)

Duty Location: Alexandria, VA

Position Information: Full Time

Who May Be Considered: US Citizens

Duties: The incumbent serves as a Contract Specialist in the Contract Management Division, Procurement Policy Branch. The primary function of the position is Cost & Price Analysis. The incumbent is responsible for conducting extensive cost and price analyses. This includes utilizing cost estimating techniques, such as learning curve, regression analysis, complex contractual arrangements, extensive fact finding, etc. Additionally, the incumbent analyzes price and cost data contained in contractor's proposals to ascertain reasonableness of price. The incumbent provides guidance to agency officials on pricing and financial issues and audits contracts for contract close out.

Eligibility Requirements: Applicants must be U.S. Citizens.

Basic Requirements: (All applicants MUST meet the basic requirements to be minimally qualified for this position)

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Additionally, in order to be promoted to the full performance level of the position, applicants MUST meet these additional requirements:

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Qualification Requirements: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing duties related to price and cost analysis, such as conducting cost analysis to establish positions in negotiation and/or price comparisons to determine reasonableness of price, and auditing contract costs to negotiate and close expired contracts. The ability or experience writing policy guidance.

OR

Education: Completion of a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., in one or more of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE.

IF YOU ARE QUALIFYING BASED ON FOREIGN EDUCATION, YOU MUST SUBMIT PROOF OF CREDITABILITY OF EDUCATION AS EVALUATED BY A CREDENTIALING AGENCY.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy announcement number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience,

specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**

3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))

If you are qualifying on Education, you must also submit the following:

4. A copy of a college transcript. While OFFICIAL transcripts will be required upon selection, UNOFFICIAL transcripts may be submitted at the time of application.

Application packages may be submitted via email, fax, or US Mail to the following contact: (Applications MUST be received by the closing date to receive consideration)

Jessica Stout- HR Specialist
FESB Room A2-F
200 Third Street
Parkersburg, WV 26106-5312
Fax: 304-480-8358
Email: Jessica.stout@bpd.treas.gov

For Questions:

Jessica Stout
304-480-8336

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.